



INVESTIGATORY WITH PAY ACTION

PER-66 | TRANSACTIONS ZPAA076, SWBP, PA40

PA

The purpose of this Business Process Procedure is to explain how to process an Investigatory with Pay Action in the Integrated HR-Payroll System.

Trigger: There is a need to process an Investigatory with Pay Action for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview:

Investigatory w/Pay –to investigate allegations of performance or conduct deficiencies that would constitute just cause for disciplinary action; to provide time within which to schedule and conduct a pre-disciplinary conference; or to avoid disruption of the work place and/or protect the safety of persons property.

Reasons:

- **01 - Investigatory Placement Leave** - employee may be placed on leave for no more than 30 days.
- **02 - Extended** - requires written approval from Agency head and the State Human Resources Director.

Tips and Tricks:

- Prior to initiating any workflow, ensure the data being used is valid and appropriate.
- Ensure the following have been completed:
 - all timesheets have been entered, released and approved.
- As of 7/1/2013, the Investigatory Placement action requires A/A 9690 (Investigatory Leave) to be keyed for all scheduled workdays that fall within the effective dates of the action. If a holiday falls within the effective dates of the action, A/A 9300 (Holiday Leave) should be keyed. Leave codes other than A/A 9690 and A/A 9300 will error out in Time Evaluation for an EE on the Investigatory Placement (Z5) action.

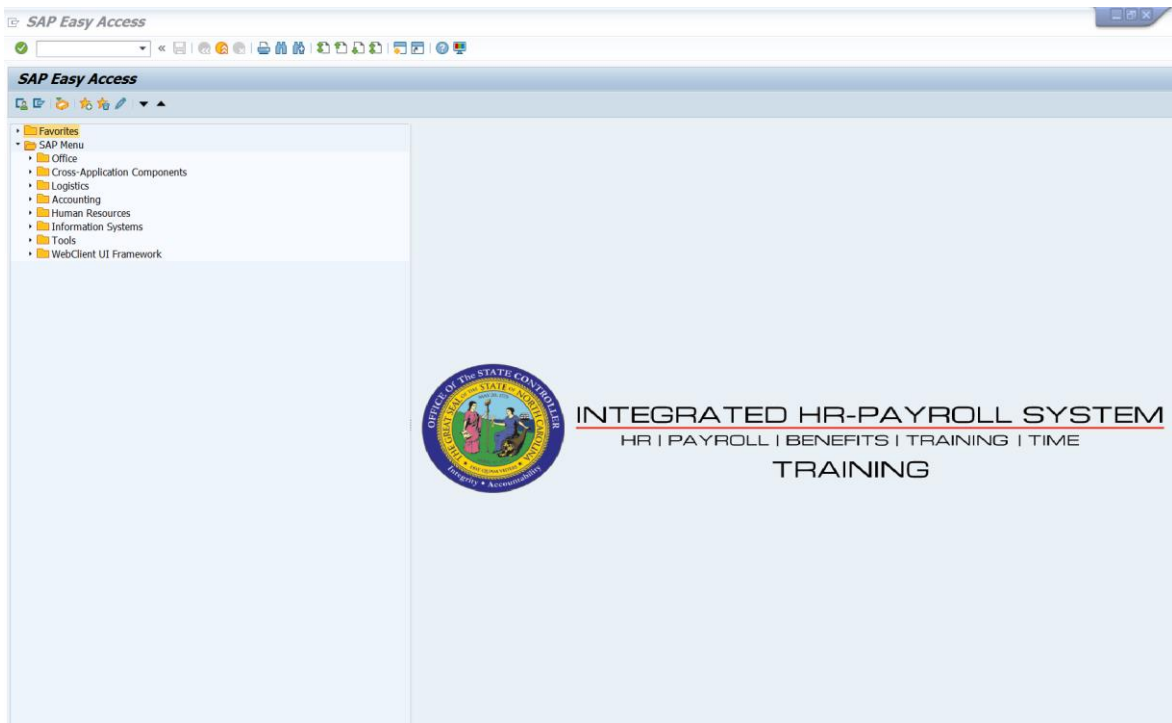
See the **PA BPP Tips and Tricks Job Aid** for a full listing of Best Practices and Tips & Tricks. The job aid is located on the Training Help website https://www.osc.nc.gov/state-agency-resources/training/training_help_documents.

Access Transaction:

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: ZPAA076; SWBP; PA40


Procedure



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: ZPAA076

2. Click the **Enter**  button.



Information





You may want to enter this transaction code in your Favorites folder.


- From the menu at the top of the screen, choose **Favorites > Insert Transaction.**
- Type in **ZPAA076.**
- Click **Enter.**

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose **Extras > Settings.**
- Place a check next to **Display Technical Names.**
- Click **Enter.**

Employee Action Request

Existing PCR No. 

Personnel No. Ervin Santiago

Last 4 digits (SSN) First Last

Effective on

Action Type Investigatory W/Pay (NC)

Reason Investigatory Placement Leave

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. Example: 80001037
Effective on	The date on which the action will be effective	Enter value in Effective on. Example: 05/21/2012
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type. Example: Z5
Reason	Reason for the action, such as Conduct	Enter value in Reason. Example: 01

Enter the Personnel Number of the individual to be put on Investigatory w/Pay. Click Enter to retrieve the name of the individual and verify you have the correct Personnel Number.

NOTE: You only enter the SSN and name for New Hire Actions.

If you need to look up the personnel number, click your cursor in the field and click on the match code search button to the right of the field for search options.

4. Click the **Enter**  button.

The system defaults the current date, but you may change the date to a day in the past or in the future. Use the first day the employee is on Investigatory Leave with Pay as the effective date.

There are several available **Reasons** from which to choose. For specific information on each reason, view the business process procedure overview section at the beginning of these instructions.

Click **Enter** and verify the information is correct before proceeding.

Employee Action Request

Existing PCR No.

Personnel No.

80001037

Ervin Santiago

Last 4 digits (SSN)

First

Last

Effective on

05/21/2012

Action Type

25

Investigatory W/Pay (NC)

Reason

01

Investigatory Placement Leave

5. Click the **Create**  button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No.** field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.

Employee Action Request

Initiate WF

PCR Number
 Personnel Number Ervin Santiago
 Last 4 digits(SSN)
 Effective on Chng ZWFINOMPA031 St: Created

CURRENT
 Pers.Area Cultural Resources
 Subarea 7day Norm
 EE Group SPA Employees
 EE Subgroup FT S-FLSAOT Perm
 Org. Unit CR CDS A&H HIS SITES OR S
 Job Historic Interpreter III
 EE Position Historic Interpreter III

PROPOSED
 Pers.Area Cultural Resources
 Subarea 7day Norm
 EE Group SPA Employees
 EE Subgrp FT S-FLSAOT Perm
 Org. Unit CR CDS A&H HIS SITES OR S
 Job Historic Interpreter III
 EE Position Historic Interpreter III

Basic Pay

Pay Scale type Graded
 Pay Scale Area Annual Salaries
 Pay Scale Group Level

Pay Scale type Graded
 Pay Scale Area Annual Salaries
 Pay Scale Group Level

Annual Salary Hrly Sal
 Calc Step - -MP

Annual Salary Hourly Salary
 Calc Step - -MP

Min
 Max Next Inc Date

Dates
 Last day worked

6. Update the following field:

Field Name	Description	Values
Annual Salary	Employee's annual basic pay	Enter value in Annual Salary Example: 34,255

Enter the salary/hourly information in the Annual Salary or Hourly Salary field. If you complete the hourly salary field, leave the annual salary blank. Click Enter to validate the data. No Basic Pay record is created for Investigatory with Pay Action, but you must enter the salary on the PCR.

7. Click the **Enter** button.

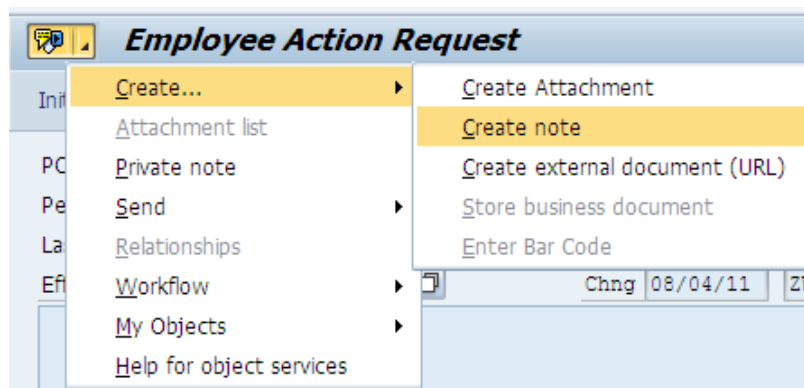
8. Click the **Save (Ctrl+S)** button.


Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.



9. Click the **(Enter)**  button.

You can save this information as many times as you like. Each time you will receive a confirmation of the save. You will not be able to create a note attachment until you have saved it at least once. If you have already submitted the PCR to workflow, you will not be able to change the details, nor save any new information--only display the existing details.



10. Click the **Services for Objects**  button.
11. Click Error! Reference source not found.**Create... >> Create note.**

You may enter any information that would be useful to the approvers downstream using the notes area or attachment area. If you just need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

This note and attachment area gets attached to this specific PCR only. It will follow the PCR through the approval/rejection process and live with the PCR into the future. When the PCR has been approved and you are processing the Action (such as a New Hire action), you will need to recreate any notes or attachments if they need to be attached to the Action record as well.

Notes entered during PA Workflow must follow OSHR's Action Notes Template:


<https://www.osc.nc.gov/documents/action-notes-template>



12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note. Example: reason for Investigatory with Pay note
Long text	An open text field	Enter value in Long text. Example: the appropriate note

13. Click the **(Enter)**  button.

14. Click the **Save (Ctrl+S)**  button.

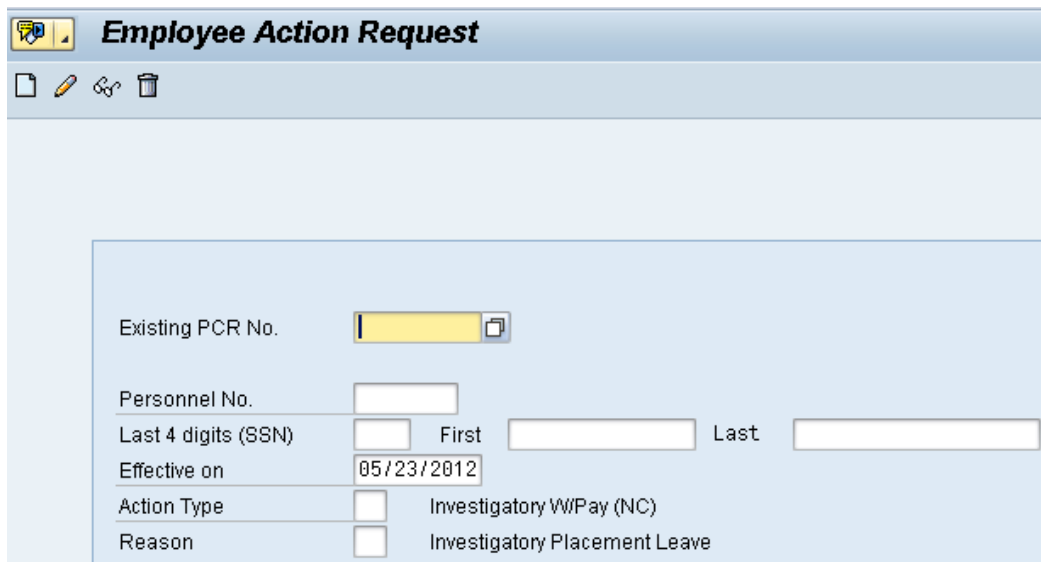
Employee Action Request			
Initiate WF			
PCR Number	1000005272		
Personnel Number	80001037	Ervin Santiago	Action: 25 Investigatory W/Pay (NC)
Last 4 digits(SSN)			Reason: 01 Investigatory Placement Leave
Effective on	05/21/2012	Chng 05/23/12	ZWFINOMPA031 St: 0 Created
CURRENT		PROPOSED	
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgroup	B1 FT S-FLSAOT Perm	EE Subgrp	B1 FT S-FLSAOT Perm
Org. Unit	20010226 CR CDS A&H HIS SITES OR S	Org. Unit	20010226 CR CDS A&H HIS SITES OR S
Job	30001535 Historic Interpreter III	Job	30001535 Historic Interpreter III
EE Position	60083607 Historic Interpreter III	EE Position	60083607 Historic Interpreter III
Basic Pay			
Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	GR62 Level GR	Pay Scale Group	GR62 Level GR
Annual Salary	34,255.00	Hrly Sal	0.00
Calc Step - -MP		Calc Step - -MP	0.00
Min	28,484.00	Max	43,576.00
Next Inc Date			
Dates			
Last day worked			

15. Click the **Initiate WF**  button.


Select the **Initiate Workflow** button to send the Investigatory with Pay Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).



16. Click the **Enter**  button.



Employee Action Request

Existing PCR No. 

Personnel No.

Last 4 digits (SSN) First Last

Effective on

Action Type ☐ Investigatory W/Pay (NC)

Reason ☐ Investigatory Placement Leave

17. Click the **Back (F3)**  button.

18. The Initiate Investigatory with Pay Action is complete.

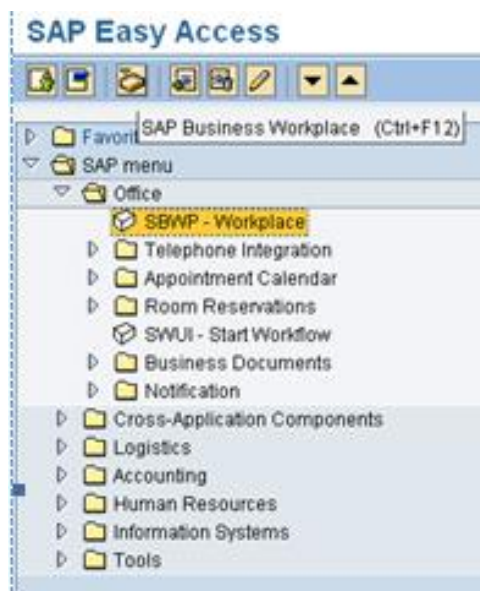
After Workflow Approvals have been received, proceed with the Complete Investigatory with Pay Action process.

Instructions for Completing the Action

Access Transaction:

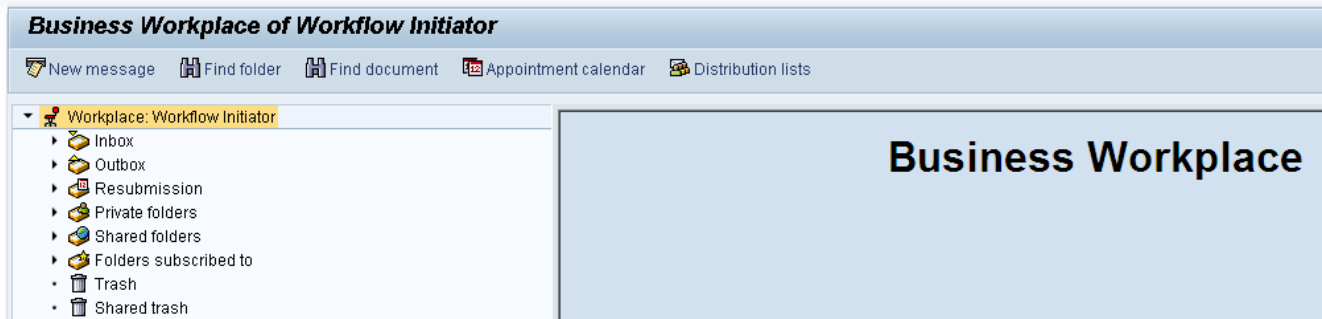
Via Menu Path: SAP menu >>Office >> SBWP – Workplace

Via Transaction Code: SBWP, PA40



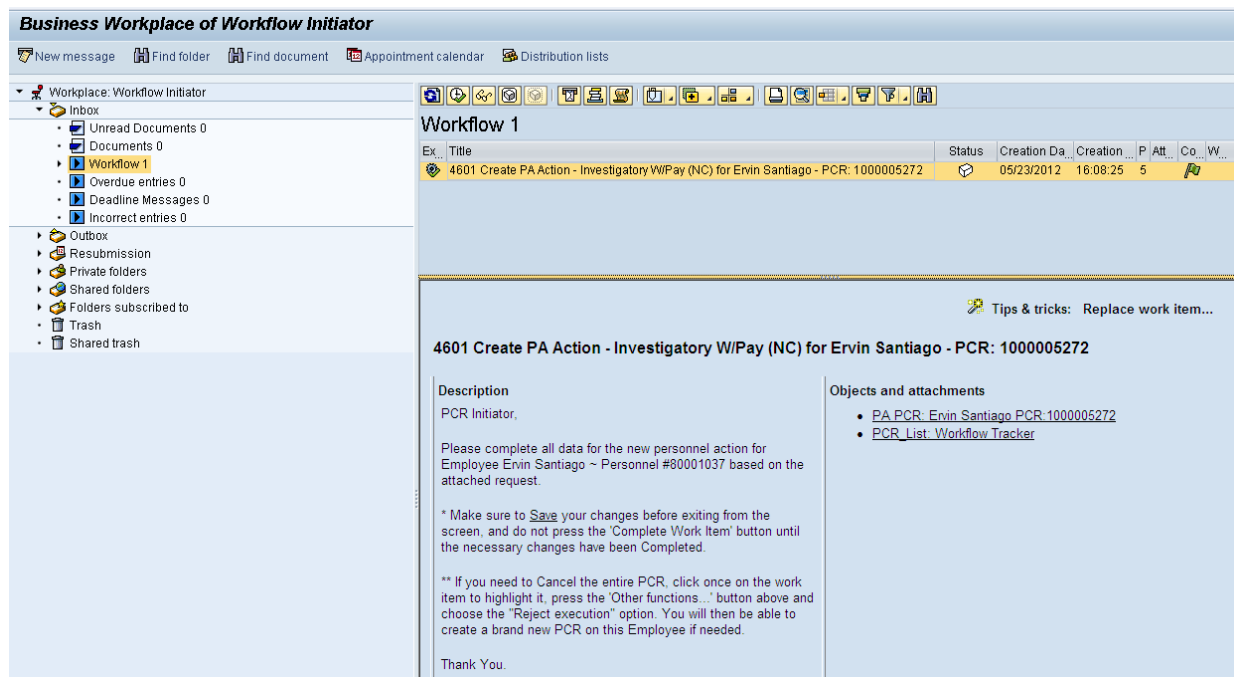
19. Click the **SAP Business Workplace (Ctrl+F12)**  button.

These instructions assume you have initiated the Investigatory with Pay Personnel Change Request (PCR) in workflow already, and you have an approved PCR ready to be processed as an Investigatory with Pay in the system.



20. Select **Inbox >> Workflow**.

You can process using step 21 or step 22.



21. Select the **PCR** **4601 Create PA Action - Investigatory W/Pay (NC) for Ervin Santiago - PCR: 1000005272** row. Double-click on the row.

A list of your approved (or rejected) PCRs are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You can view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed the Investigatory with Pay action will be launched.

22. Click the **Execute (F8)**  button.

23. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. Example: 05/21/2012

24. Highlight the **Investigatory W/Pay (NC)** action type.

25. Click the **Execute (F8)**  button.

The effective date is the date the Investigatory with Pay will go into effect. This date must match the date on the approved PCR.

Copy Actions (0000)

Execute info group
 Change info group

Pers.No.
 Name
 EEGroup SPA Employees PersA Cultural Resources
 EESubgroup FT S-FLSAOT Perm
 Start to

Personnel action

Action Type
 Reason for Action Investigatory Placement Leave

Status

Customer-specific
 Employment
 Special payment

Organizational assignment

Position Historic Interpreter III
 Personnel area Cultural Resources
 Employee group SPA Employees
 Employee subgroup FT S-FLSAOT Perm

Additional actions


Start Date	Act.	Action Type	ActR	Reason for action


26. Click the **Enter** button.

Record valid from 01/01/2008 to 12/31/9999 delimited at end

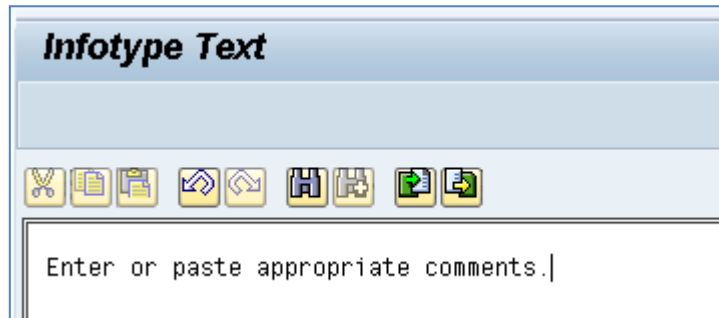
The system will provide a yellow warning message informing you the existing record will be delimited. Click Enter past this warning message.

Notice at the top of this screen the title includes the word "Copy." This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word "Create" in the title indicates that this infotype is being created on this person's record for the first time

 Person and position have different employee groups/subgroups

When the employee subgroup is different from the position employee subgroup, you will receive a warning message. Click Enter  to continue.

Best practice is to review all data and click Enter to allow the system to validate the data.



The image shows a software dialog box titled "Infotype Text". It has a light blue header bar with the title. Below the header is a toolbar containing several icons: a pair of scissors (cut), a document with a plus sign (copy), a document with a minus sign (paste), a document with a checkmark (save), a document with a magnifying glass (find), a document with a trash can (delete), a document with a double arrow (undo), and a document with a single arrow (redo). Below the toolbar is a text input field with the placeholder text "Enter or paste appropriate comments.|" and a cursor at the end of the line.

27. Click the **Save (Ctrl+S)**  button.

Create Organizational Assignment (0001)

Org Structure

Personnel No Name

EEGroup SPA Employees PersA Cultural Resources

EESubgroup FT S-FLSAOT Perm Statu

Start to

Enterprise structure

CoCode STATE OF NC

Pers.area Cultural Resources Subarea 7day Norm

Cost Ctr CULTURE RESOU... Bus. Area Cultural Resources

Fund CULTURE- SUSP...


Func. Area General Government

Personnel structure

EE group SPA Employees Payr.area NC Monthly

EE subgroup FT S-FLSAOT Perm Contract

Organizational plan

Percentage  Assignment

Position 206000002565
Historic Interpreter III


Job key His Intpr
Historic Interpreter III

Org. Unit 48020602564
CR CDS A&H HIS SIT...

Org.key

28. Click the **Enter**  button.

Enter the Contract if required. The Contract key identifies eligibility for Medicare, less than 5 years for STD, and the Rehire of Retiree statuses.






CRITICAL! If the contract field is completed on the previous IT0001, it will copy to the new IT0001.

29. Click the **Save (Ctrl+S)**  button.

The system will provide a yellow warning message informing you the existing record will be delimited. Click **Save** to go past this warning message.


Create Monitoring of Tasks (0019)

Personnel No Name

EEGroup SPA Employees PersA Cultural Resources

EESubgroup FT S-FLSAOT Perm Statu



Task

Task Type

Date of Task Processing indicator

Reminder

Reminder Date

Lead/follow-up time For specific task type

Comments

30. Update the following fields:

Field Name	Description	Values
Task Type	Select appropriate task type from list	Select Task Type Example: 5 Days
Date of Task	Date on which the task occurs	Enter value in Date of Task. Example: 05/25/2012
Comments	Additional information about an item	Enter value in Comments. Example: Create Reinstatement/Reemployment Action

NOTE: You may need to create additional IT0019s via PA30. You can run either the Date Monitoring report S_PHO_48000450 or BI Report – B0099 – Employee Deadline Dates. Managers can view for their employees via MSS.

(Example Only)




Monitoring of Tasks

Status	Date	Reminder	Task
New task	9/14/2007	8/14/2007	Credential Verificat
New task	9/7/2007	8/7/2007	Military

35. Click the **Enter**  button.

36. Click the **Save (Ctrl+S)**  button.


Delimit Objects on Loan (0040)


Personnel No Name

EEGroup SPA Employees PersA Cultural Resources

EESubgroup FT S-FLSAOT Perm Statu Active

 Choose To STy. Delimit.Date

Overview

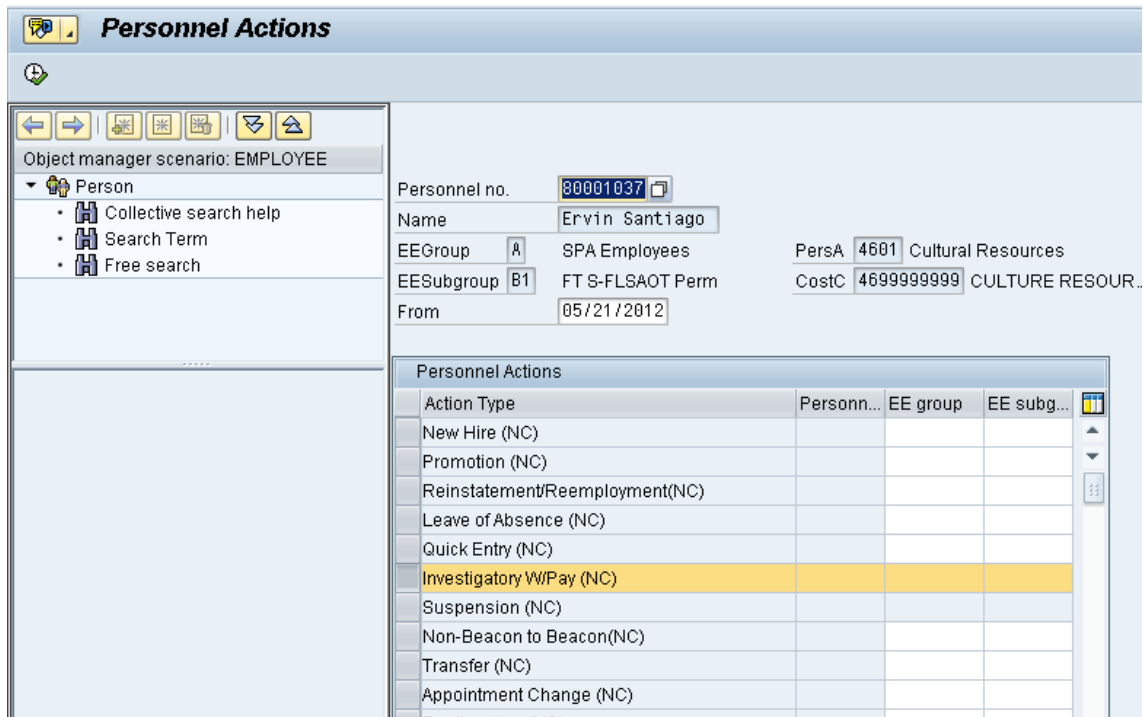
Start Date	End Date	Object on lo...	Name	No.	Loan object number	
01/01/2008	12/31/9999	01	State ID		1 5552162	

37. Highlight and click the **01/01/2008** row.

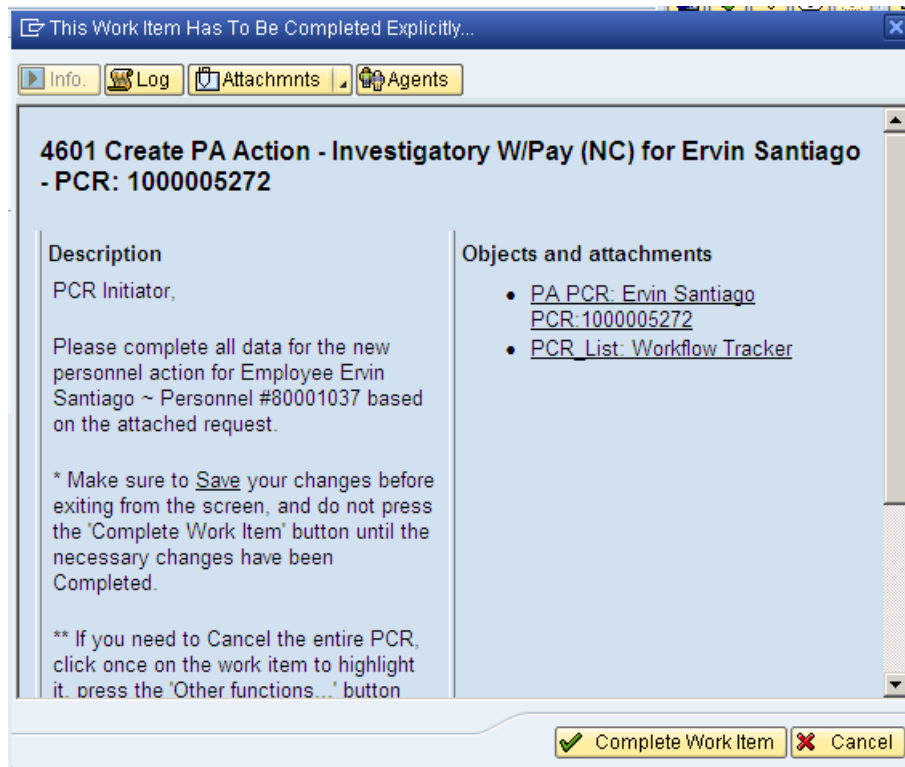
38. Click the **Delimit (Shift+F1)**  button.

Either skip or delimit depending upon whether or not (1) your agency uses this infotype, (2) your agency requires employees to return items while out on leave, or (3) the employee returned items if required to do so.

NOTE: You will not see this screen unless the employee has an existing IT40 record.

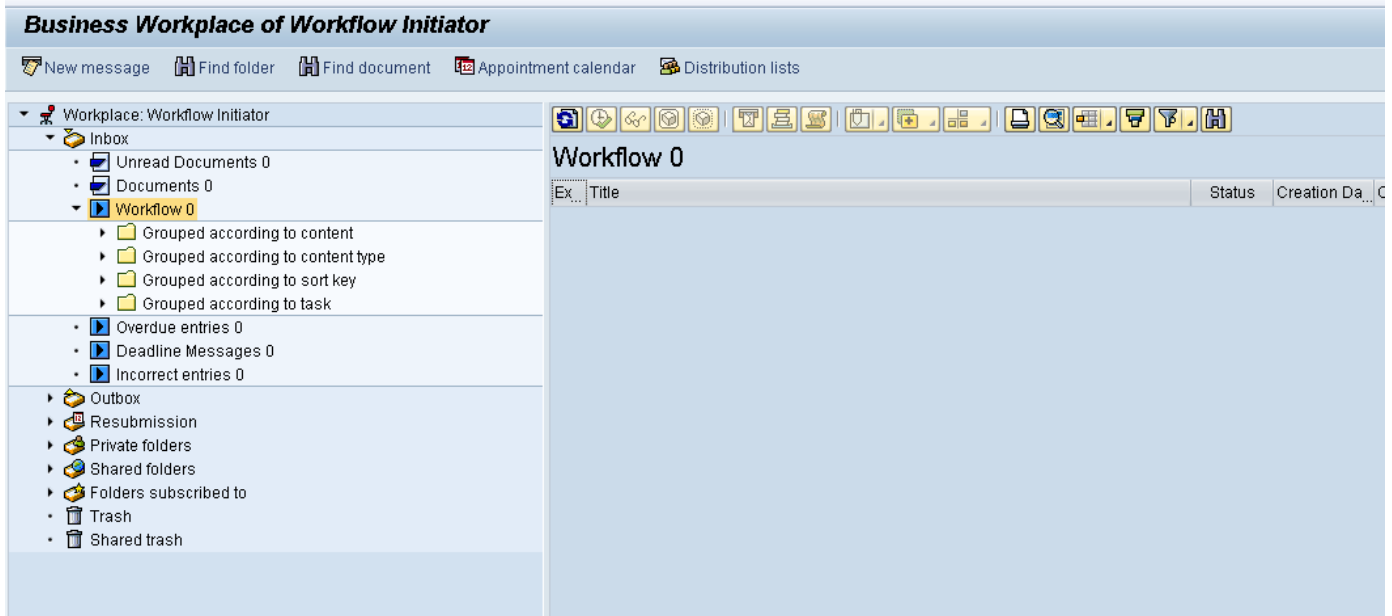


39. Click the **Back (F3)**  button.



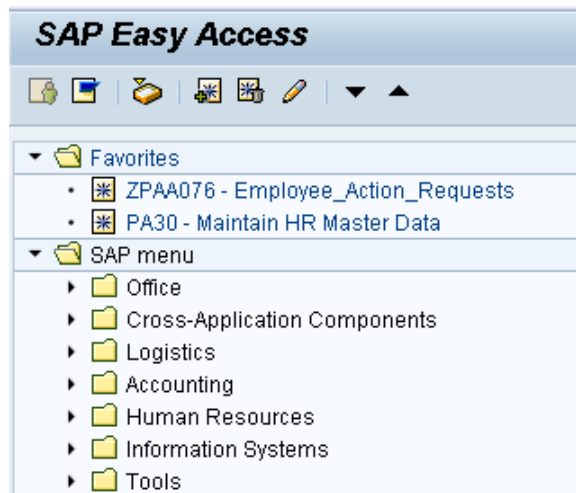
40. Click the **Complete Item**  button.

Only once all of the infotypes screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you can complete the PCR in workflow.



41. Click the **Back (F3)**  button.

You can remain in this SAP Business Workplace and process additional PCRs, or click **Back** to return to the main SAP screen.



The Investigatory with Pay Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

**Information**

As of 7/1/2013, the Investigatory Placement action requires A/A 9690 (Investigatory Leave) to be keyed for all scheduled workdays that fall within the effective dates of the action. If a holiday falls within the effective dates of the action, A/A 9300 (Holiday Leave) should be keyed. Leave codes other than A/A 9690 and A/A 9300 will error out in Time Evaluation for an EE on the Investigatory Placement (Z5) action.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 3/17/20 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible